Timeline for forward-sPHENIX LOI

	4/24	**4/25**	**4/26**	**4/27**	**4/28**	**4/29**
4/30	**5/1**	**5/2**	**5/3**	**5/4**	**5/5** **Complete first draft**	**5/6**
5/7	**5/8** **Today** **Discuss draft**	**5/9**	**5/10**	**5/11**	**5/12**	**5/13**
5/14	**5/15**	**5/16** **Workfest @SBU**	**5/17** **Workfest @SBU**	**5/18** **Workfest @SBU**	**5/19** **Submit to Collaboration**	**5/20**
5/21	**5/22** **TG Meeting** **Discuss draft**	**5/23**	**5/24**	**5/25**	**5/26**	**5/27**
5/28	**5/29**	**5/30**	**5/31**	**6/1** **Submit to ALD**		

Proposed publication policy (freeze before next GM)

Proposed publication policy for sPHENIX notes:

- sPHENIX will prepare a “Performance Note” or “Physics note” for each performance or physics study to be presented in public
  - Performance note: Under guidance of L2 managers or tracking group
  - Physics note: Under guidance of TG conveners
- Each note should be prepared by a group of primary authors, with one of the primary authors designated as contact person.
- The **internal** primary author list for each note will consist of collaborators that made significant specific contributions to analysis or paper writing
- Each note will be given a unique ID, following a scheme of “sPh-Group-YYYY-##”, e.g. sPH-JET-2017-001 or sPH-TRG-2017-001
- For each note, a unique directory in a repository and a mailing list will be created, identified by the note ID. Each note should be accompanied by a wiki page, collecting relevant links, documentation, meeting notes, presentations etc
- Progress on each study should be reported regularly in subsystem, simulation or topical group meetings
- Once the study is considered final by the authors, it will be reviewed for content and pre-approved by the subsystem/topical group conveners when ready
- After convener/subsystem manager approval, the note will be presented in a general meeting for collaboration approval
- Once approved, the text of the note will go for a one-week collaboration review. For each note, at least two sPHENIX institutions will be specifically asked to provide a report for the note, paying particular attention to the quality of language and presentation
- Once conveners and co-spokespeople are satisfied that all questions and comments have been addressed, the note will be frozen and made public on the sPHENIX website. Relevant physics plots will be prepared for public access through the website. For public presentations, the note ID should be quoted where relevant. Submission to the arXiv will be considered where appropriate
- When necessary, variations from the policy will be overseen by the project manager and spokespeople (e.g., for notes crossing boundaries between groups/subsystems)

G. Roland, https://indico.bnl.gov/getFile.py/access?contribId=3&resId=0&materialId=slides&confId=3102

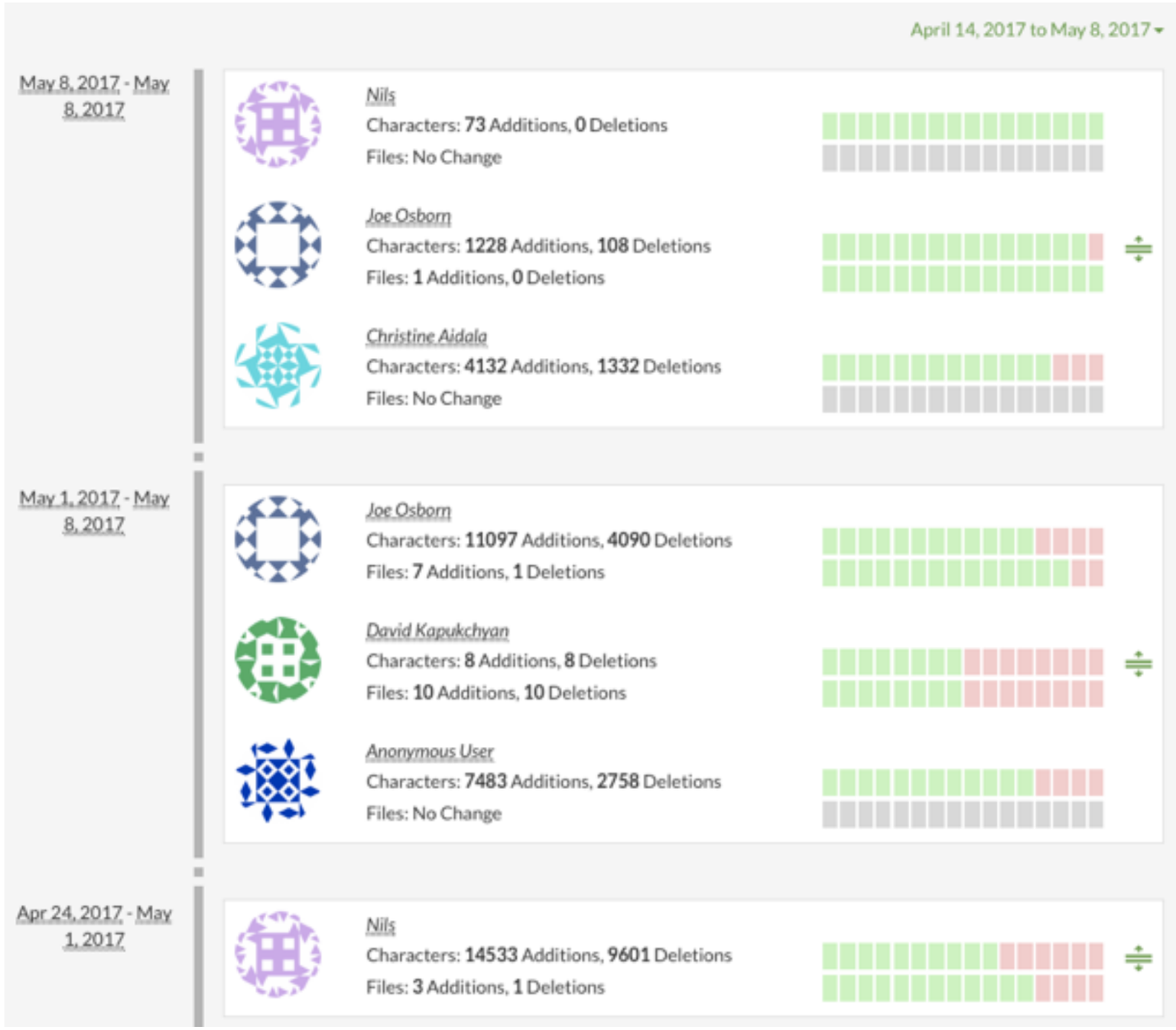
Cold QCD Wiki Page

Ongoing Studies

fsPHENIX Drell Yan	John Lajoie		2016-11-01
Forward Tracking	Haiwang Yu		2016-09-06
Forward Jet Reconstruction	Chong Kim, Joe Osborn		2016-10-18 2016-10-04
Simulated Upsilon (1S, 2S, 3S) Resolution as a determination for QGP vs CGC	Luke Krauth		2016-09-20
Photons, Pi0 and Eta in f/sPHENIX	Vasily Jorjadze		2016-10-18
Deeply Virtual Compton Scattering and Meson Production	Vasily Jorjadze, Thomas Krahulik		
Search for Leptoquarks	Joshua LaBounty		
Z and W production at sPHENIX	Bernd Surrow		2016-10-04
Your topic	*Your name*	*Your email*	*Your updates*

https://wiki.bnl.gov/sPHENIX/index.php/Cold_QCD_Topical_Group

LOI Document on Overleaf



https://www.overleaf.com/9084879zgwhpckqrbmf